An excerpt from the State Water Planning Process Document

2.0 Small Community Planning Grant Program

2.0 SMALL COMMUNITY PLANNING GRANT

The Small Community Planning Grant Program was established to promote a proactive approach to water and wastewater infrastructure management. This program provides small communities with funds to hire an engineering consultant to conduct a comprehensive study and develop an engineering report with recommended alternatives. The engineering report's level of detail will be on par with the facilities plan required for SRF projects.

The Small Community Planning Grant Program also includes utility rate analysis and review. Communities can access grant funds to procure professional services to conduct a rate analysis and review using Show-me Ratemaker™.

2.1 Eligibility Requirements

The grant is available to systems serving a population of 2,500 or fewer. The project sponsor must be an entity of government (county, municipality, or township) or a special purpose district with the authority to construct a water or wastewater project (sanitary, water user, watershed, or water project). Non-profit organizations are also eligible provided they were formed for the primary purpose of supplying water or sanitary service. Nonprofit water systems applying for this grant must meet the definition of a community water system (a public water system which serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents). This grant is not available for projects already on the State Water Plan. Grants will be made on a first come, first served basis.

2.2 Application Requirements

An applicant must submit an original application to the Department of Environment and Natural Resources. The application will be reviewed by staff for completeness and technical merit. Staff will work with applicants to correct any identified deficiencies.

2.3 Engineer Certification of Services

The goal of the Small Community Planning Grant is to perform a comprehensive study of the water or wastewater system being evaluated and develop a detailed report of the findings. The report should provide the level of detail expected for a State Revolving Fund (SRF) facilities plan or a USDA Rural Development Preliminary Engineering Report (PER).

The certification form provided with the application materials must be signed by the engineer conducting the study and submitted with the engineering scope of services and other application forms to the department. The scope of services must provide a firm date by which the engineer will complete and submit the engineering report.

2.4 Award Dates

The Department of Environment and Natural Resources may make a small community planning grant award at any time following department review of the application.

2.5 Award Criteria

Communities will be reimbursed 80 percent of the cost of the engineering study upon completion of the engineering report. The maximum reimbursement a community may receive is $6,000 for a water or wastewater engineering study.

Wastewater related studies may receive reimbursement up to $8,000 if activities related to infiltration and inflow (I/I) analysis are conducted. Eligible I/I activities include smoke testing, dye testing, televising lines, and flow measurement within the collection system. The eligibility of other activities proposed for infiltration and inflow analysis will be evaluated on a case-by-case basis. To be eligible for the additional funds, a community must justify the need to conduct an I/I study.

Communities conducting a utility rate analysis and review study may receive reimbursement of 80 percent of costs up to $1,600. The study must be an analysis using the Show-me Ratemaker™ process.

The remaining cost will be paid by the community and may consist of local cash or other non-state grant assistance. In-kind contributions will not be accepted as local match.

The engineering or utility rate report will be considered complete and payment made to the grantee only if all the items discussed in the *Report Requirements* section are addressed. The department will determine completeness of the study.

2.6 Report Requirements

The engineering study should contain adequate information to be used as a facilities plan. An outline of items that must be included in the engineering study is located on the Engineer Certification of Services form. The facilities plan requirements are shown in sections 5.11.1 of the Clean Water State Revolving Fund and 6.12.1 of the Drinking Water State Revolving Fund applications. A professional engineer licensed in the state of South Dakota must prepare the study.

The Show-me Ratemaker™ analysis must be conducted by a recognized technical assistance provider or financial planning professional competent in providing this service. The report must include the background assumptions and the information generated by the Show-me Ratemaker™ software. Show-me Ratemaker™ is software provided by the Missouri Department of Natural Resources and can be accessed at www.dnr.state.mo.us/oac/emiapps.htm.

2.7 Application to State Water Plan

An applicant cannot apply to place a project resulting from a small community planning grant study on the State Water Plan until the report is approved by the department. It is recommended that the engineer's progress be monitored to ensure the report is completed and approved in a timely manner.

2.8 SMALL COMMUNITY PLANNING GRANT APPLICATION FORM

Small Community Planning Grant
Application Form

Applicant:	Service Area Population:
Federal Employer ID No.	Sub Applicant:

Description: Include a brief narrative statement that describes the need or problem to be studied.

The Applicant Certifies That:

I declare and affirm under the penalties of perjury that this application has been examined by me and, to the best of my knowledge and belief, is in all things true and correct.

Name and Title of Authorized Signatory (Typed) Phone # Signature Date

Application Prepared By:

Name and Title (Typed) Phone # Representing

Name of Engineer/Architect Phone # Representing

2.8.1 Engineer Certification of Services

It is expected that studies funded through the Small Community Planning Grant will meet minimum requirements. A comprehensive study of the water or wastewater system must be conducted and a detailed report of the findings prepared. The report should provide the level of detail expected for a State Revolving Fund (SRF) facilities plan or a USDA Rural Development Preliminary Engineering Report (PER).

The following is a summary of items that must be addressed based on project type. Please review the applicable sections and sign the form. The signed form should be included with the scope of services provided to the project sponsor. A date of completion for the final report must also be provided on the form.

Minimum Information Expected in Final Reports

System-wide Wastewater Collection or Water Distribution Studies:

- A narrative description of the system to include age, present condition, known water loss, infiltration/inflow (I/I), etc.;
- A map of the system showing pipe, according to type and size, and appurtenances;
- A map or maps showing wetlands, historic properties, and other pertinent features that may be affected by any improvements;
- A narrative discussion of alternatives to include no-action, trenchless technology, and open trench construction; and
- Unit cost breakdowns and present worth evaluations of each feasible alternative.

Wastewater Collection or Water Distribution Extension Studies:

- Narrative explaining the need for the new utility;
- A map or maps showing the project location, wetlands, historic properties, and other pertinent features;
- Discussion of the ability of the existing infrastructure to accommodate the new flows/demand;
- Discussion of the direct and indirect impacts that will result from the project;
- A narrative discussion of the no-action alternative and any other viable alternatives considered; and
- Unit cost breakdowns and present worth evaluations of each feasible alternative.

Infiltration/Inflow (I/I) Studies

- A detailed explanation of the methods used to determine the locations and extent of I/I including smoke testing, televising and flow measurement;

- A summary of the findings to include specific areas discovered to have I/I and the extent of I/I in each area; and
- Recommendations for improvements, if necessary, and unit cost breakdowns and present worth evaluations of each.

Wastewater Treatment Studies

- Narrative describing the condition of the existing facility and explaining the need for the new treatment facility;
- Evidence of consultation from the DENR Surface Water Quality program regarding potential stream reclassifications, change in permit conditions, etc.;
- A map or maps showing the project location, wetlands, historic properties, public and private water sources, airports, and other pertinent features;
- All data, records, and technical information used for the basis of the design;
- A narrative discussion of several possible alternatives, to include no-action and collection rehabilitation where excessive I/I is identified, and reasons for excluding certain types of treatment technologies;
- Unit cost breakdowns and present worth evaluations of each feasible alternative; and
- Design calculations for each feasible alternative (this may be omitted for extensive mechanical treatment options).

Water Treatment Studies

- Narrative describing the condition of the existing facility and explaining the need for the new treatment facility;
- A map or maps showing the project location, wetlands, historic properties, and other pertinent features;
- All data, records, and technical information used for the basis of the design;
- A narrative discussion of several possible alternatives, to include no-action and regionalization or consolidation of systems, and reasons for excluding certain types of treatment technologies;
- Formal proposals or correspondence from regional water system(s) stating ability and willingness to provide service and details and costs associated with the regional water system's proposals; and
- Unit cost breakdowns and present worth evaluations of each feasible alternative.

Water Supply or Storage Studies

- Narrative describing the condition of the existing facility and explaining the need for the new facilities;
- A map or maps showing the project location, wetlands, historic properties, and other pertinent features;
- Historical water use records for average and peak conditions;
- Average and peak water use projections;

- A narrative discussion of several possible alternatives, to include no-action and regionalization or consolidation of systems;
- Formal proposals or correspondence from regional water system(s) stating ability and willingness to provide service and details and costs associated with the regional water system's proposals; and
- Unit cost breakdowns and present worth evaluations of each feasible alternative.

I hereby certify that I have read and understand the requirements identified in this form and have provided a date of completion. I am aware that no funds will be disbursed until the engineering report is approved by the Department of Environment and Natural Resources.

The Report will be completed and submitted for approval by _____.
Date

_____ _____
Signature of Engineering Consultant Date

2.9 Application Instructions

Applicant. Give the name and mailing address of the sponsoring entity requesting funds.

Service Area Population. Provide the population of the proposed area to be served by the water distribution or wastewater collection system.

Federal Employer Identification No. Give the federal employer identification number of the sponsoring entity requesting program funds.

Sub Applicant. If applicable, identify the organization on whose behalf the application is submitted.

Description. Give a brief narrative describing the need or problem to be addressed in the engineering report. Include adequate information to justify the need for an I/I study if a detailed I/I investigation will be conducted and additional funding up to $8,000 will be requested.

Applicant Certification. This section is to be read and dated by an official of the sponsoring entity who has been authorized by resolution of the governing body to submit the application.

Application Prepared By. Identify the individual and entity that helped prepare the application. Provide the contact information in case questions arise about the application. Also identify the engineer or consultant that will be responsible for submittal of the required report.

Engineer Certification of Services. The engineer selected by the sponsor to complete the small community planning grant report must read, agree to and sign the certification document, and provide the required report completion date.